



PLANNING & DEVELOPMENT SERVICES DEPARTMENT POLICY

POLICY NAME:	Self Certification of Building Plans by Approved Registered Design Professionals		
DIVISION/SECTION:	Building Safety	CONTACT:	Ron Boose
POLICY TYPE:	Internal/External	EMERGENCY?	No

PURPOSE: To provide parameters under which approved registered design professionals may self-certify building plans and expedite issuance of permits.

POLICY:

Scope. The program shall be limited to:

- Structures covered by the International Residential Code
- Tenant improvement projects for commercial occupancies excluding buildings or portions of buildings:
 1. exceeding two stories in height,
 2. exceeding 24,000 square feet in area,
 3. including a commercial kitchen(s),
 4. including any H occupancy,
 5. including new electrical service(s) exceeding 400 amps,
 6. including structural alterations involving lateral design

The program shall not be applicable to model plan submittals. The program only applies to building safety related codes (City of Tucson Code of Ordinances chapter 6) and not zoning, parking, sign, fire, landscaping, grading, storm water, floodplain, or other land development codes

Participants. In order to participate in the program applicants must:

- be currently registered as a design professional with the State of Arizona
- maintain current certification from the International Code Council as a Commercial Building Plans Examiner
- be pre-approved by the Building Official (a list of pre-approved registrants will be maintained by the department)

Submittal Requirements: Applicants shall submit an application to participate in the program along with resume and supporting documentation for approval by the building official prior to submitting self-certified plans for permit. Self-certified plans shall contain all information normally required for plans reviewed by department staff. A self-certification form and hold harmless letter shall be filled out for each project. The program is all inclusive for each project, i.e. all construction trade work requiring permits for a project shall be self-certified. Each page of the construction plans shall contain the following:

SELF-CERTIFIED BY: _____
(Name of Self-Certifying Design Professional) (Date)

Procedures: Applications for self-certified plans shall be routed through the normal P&DSD process for submittal.

- 1. Applicant will submit all required documentation for the program to a customer service clerk to initiate an application.
- 2. Clerk will establish an activity and enter a note that the project plans are self-certified.
- 3. Applicant will walk plans through for counter approval by fire, engineering, and zoning.
- 4. Building plans will be reviewed for completeness only by building, electrical, plumbing, and mechanical plans examiners and fees finalized.
- 5. If plans meet department standards for submittal workflows will be closed as self-certified. Pages will not be stamped and signed by department staff.
- 6. Applicant can then proceed to customer service counter for issuance of permit.

Self-certified plans will be randomly audited by building safety plans examiners for completeness and compliance with all codes. Repeated and/or major deficiencies may result in revocation of approval to participate in the program. Any plan deficiencies discovered during inspections will be corrected and revised plans submitted to P&DSD.

Fees: There will be no reduction in plan review fees for self-certification.

DIRECTOR APPROVAL:

Ernie Duarte

Date_____

CFT use only		EMT Review Date:	
EMT Approval Date:		Posting Date:	
DSD Policy Number:		Effective Date:	